


9 April 1976

MEMORANDUM FOR: Deputy Director for Administration

STATINTL

FROM : 
Chairman, ADMAG

SUBJECT : After-Hours Security Checks

1. ADMAG's attention has been drawn to the following conditions associated with after-hours security checks that are, in ADMAG's opinion, questionable and detrimental to employee's attitudes.

a. Offices that have expanded hours of business require the assigned individual to remain after their normal quitting time, from 30 to 60 minutes, until formal close of business to perform the security checks. Although these employees are reimbursed with overtime, a questionable practice, they are not entirely happy about the situation.

b. Some offices assign the security checks only to the lower grade employees, and justify this "Rank has its privileges" attitude by explaining that the officers are assigned to other duty rosters.

c. Security checks are assigned for areas so extensive it requires thirty minutes to complete the checks.

d. Some offices, due to security violations, have imposed additional checks in an attempt to prevent future embarrassment to the office as a whole. One employee's error suddenly becomes a stigma and burden on all employees in the office.

2. ADMAG subscribes to the necessity for good security practices and agrees with a security check system. However, ADMAG does feel the overformalization and overtasking are unnecessary and result in the checks becoming routine, subconscious acts which contribute to errors.

3. ADMAG recommends the DDA bring this information to the attention of the Office Heads and suggest they review security practices within their respective offices.


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